

## ACCOUNTANT II

### **NATURE AND PURPOSE OF WORK**

Positions of this class perform accounting work requiring knowledge of the theory and practice of recording, classifying, examining, wholesale billing under contract terms, forecasting cost requirements, as well as review of the Lafayette Public Power Authority (L.P.P.A.), general fund ledger, analyzing fiscal transactions, interpretation of the general ledger, subsidiary ledger, LPPA Reports, and reports submitted by others. Positions work under the direction of the Chief Accountant, and will act as lead workers, but are not supervisory positions.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent perform all of these duties.)

Assists in analyzing effects of transactions upon account relationships, and evaluates alternative means of treating transactions. Participates in planning, development and revision of accounting systems. Interprets meaning of accounting records, reports, and statements, prepares accounting entries, and advises operating officials on accounting matters. Assists and trains others on the proper application of accounting policies and procedures. Recommends improvements, adaptation, or revisions in the accounting system and/or procedures. Assists superiors in gathering and evaluating cost data and audit information, in correcting entries, and with any detailed research project as may be assigned.

Monitors and reports on important financial indicators. Assists and trains other Accountants and Accounting Clerks on proper application of policy and procedures. Assists superiors in gathering and evaluating cost data and audit information, and in correcting entries. Assists in the preparation of cash forecasts and various schedules used to monitor financial positions of various funds.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Thorough knowledge of theory and practices of accounting related to the area of assignment to include knowledge of financial forecasting, governmental accounting principles, and methods and their application to public utility accounting.

Considerable knowledge of the data available for developing reports and of the accounting and statistical methods required to summarize this data in a manner meaningful for making managerial decisions.

Knowledge of computer applications as required by area of assignment.

Ability to review fiscal and other types of information gathered by others and make recommendations for alternative lines of action.

Ability to communicate effectively, orally and in writing, with superiors, subordinates and others.

Ability to meet deadlines in carrying out duties.

Ability to deal with people in a courteous, tactful, and effective manner.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with major course work in accounting or a related field and considerable accounting experience involved in the preparation or evaluation of accounting and statistical reports, including experience in utility accounting prescribed by the Federal Energy Regulatory Commission; or any equivalent combination of training and experience. Certification as a Public Accountant in the State of Louisiana, as evidenced by a passing grade on the Certified Public Accountants exam.